

## PTA Board Job Descriptions

Interested in joining the MPTA board?

Listed below are outlines of the various board positions. If you don't feel ready to tackle the job alone, please note that all of the MPTA Board positions can be shared by 2 people. This is a great option if you would like to help but don't think you'll have enough time to do it on your own. It's also a nice way to get to know someone new or to spend more time with an old friend!

If you are interested in being a part of the MPTA board, or have any questions, don't hesitate to contact us at: [pta@mokena159pta.com](mailto:pta@mokena159pta.com).

In addition to the duties listed below, board members are asked to attend monthly General Board Meetings.

### Executive Board

#### President:

- 2 year term coordinated with Secretary
- organizes and facilitates the various MPTA meetings throughout the year and if time permits, represents MPTA at the District 159 School Board meetings.
- prepares agenda for general board meetings
- is generally the 'point' person for communicating with the Principal and school administrator
- has direct input on how the MPTA spends its funds
- is a signor on all bank accounts for MPTA
- this is a great position to get to know the office staff, teachers, Principal and the many volunteers for the MPTA
- recruits and coordinates fundraising
- manages fall fundraising campaign with MEF
- works with the Treasurer to track and validate fundraising budget line items
- provides tax documentation to donors, where applicable, for charitable contributions made to the MPTA

#### Vice President

- 2 year term coordinated with Treasurer
- assists the President with duties
- perform the duties of President, if President is absent or unable to serve
- participates in executive board meetings and provide input for decisions
- oversees committees as he/she feels fit to
- recruits chairs for each of the program committees
- provides support for program chairs and their volunteers throughout the year.
- member of the end of year Audit committee

**Treasurer:**

- 2 year term coordinated with Vice President
- is a signor on all bank accounts for MPTA
- performs all financial accounting of the MPTA including its membership fees and program profits
- receives and deposits money and disburses it according to the approved yearly budget
- presents a proposed budget for approval at the May General Meeting and closes the books at the end of each year
- prepares monthly cash report for review and approval at meetings
- files tax returns and other government forms
- serves in an advisory capacity to the newly elected Treasurer when needed

**Secretary:**

- 2 year term coordinated with President
- participates in executive board meetings and provide input for decisions
- provides sign in sheet at meetings to record members present
- provides previous months secretary notes for review and approval at meetings
- records meeting minutes and all important points discussed
- photocopies previous meeting minutes and distributes to attendees/board at upcoming meeting for approval
- keeps a print-out copy of all agendas and minutes in binder
- member of the end of year Audit Committee
- currently the lead chairperson for Scrip Gift Card program